



King County

Invites Applications for the Position of:

Judgments Clerk

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 05/16/14 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 05/30/14 04:30 PM (GMT -8:00)

SALARY: \$20.03 - \$25.39 Hourly \$3,471.87 - \$4,400.93 Monthly

LOCATION: Multiple locations in King County

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Judicial Administration

JOB NUMBER: 2014JF03952

SUMMARY:

The Department of Judicial Administration (DJA) is an innovative, forward-looking agency using technology to help perform tasks better, more efficiently and reliably. DJA (also known as the Superior Court Clerk's Office) performs a variety of services for the Court, litigants and the public. DJA's mission is to provide professional, high-quality Superior Court record services and justice system programs, while ensuring access to justice and integrity in the process.

King County values the balance between work and life outside of work. We offer an outstanding benefits package, 10 paid holidays, life insurance, an employee assistance program and much more. Please visit our website to learn about King County's commitment to employee's health and well-being:

<http://www.kingcounty.gov/employees/>.

WHO MAY APPLY: This position is open to internal King County employees and the general public in that order of preference.

WORK SCHEDULE: This position reports Monday through Friday, occasional weekends and holidays. It is a full-time, 40 hour per week position. This position is overtime eligible.

Required Materials:

Resume

Letter of Interest detailing your background and describing how you meet or exceed the requirements listed in this job announcement.

Please note that you can attach multiple documents to your application. Your options are:

- * Copy and paste one or more documents into the text resume section of the application.

- * Attach multiple documents/files in the resume attachment section.

Applications lacking all required materials may be disqualified during the initial screening process.

SELECTION PROCESS: Applicants will be screened for qualifications, clarity and completeness. The most competitive applicants may be invited to an interview.

Contact information: Please direct questions about the recruitment process to Joy Fernandes at 206-477-0774. If you have questions about the position, please direct those to Michelle Namatame at 206-477-0811.

JOB DUTIES:

This Judgments position interacts with diverse members of the public, the bar, court, law enforcement and other government agencies in a fast-paced environment. People in this position are expected to provide excellent customer service and a consistent and accurate final work product. This position is responsible for processing a large volume of court documents with a very high degree of accuracy.

Successful candidates in this position will possess high energy and be extremely motivated to provide excellent customer service in a fast paced environment, and independently prioritize work while working as a member of a team.

PRIMARY JOB FUNCTIONS: Main responsibilities include but are not limited to:

Perform data entry with extreme accuracy.

Process large volume of legal documents pursuant to R.C.W's, court rules and department procedures.

Process criminal orders pertaining to release/commitment of defendants.

Enter civil money judgments.
Assist customers with questions about court processes and judgments.
Perform back-up cashier and/or court clerk duties.
Work in a team setting, including helping other sections in order to meet department deadlines.
Perform other Clerk's functions as ordered by the Court or department management.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Applicant's experience must demonstrate the following knowledge, skills, and abilities or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.
Experience in complex, high volume data entry with attention to detail.
Ability to read and extract information from legal documents; ability to read and apply pertinent laws.
Experience providing customer service with a diverse clientele.
Skill in utilizing Microsoft Windows including Excel, Word and Outlook.
Ability to deal effectively with difficult customers.
Ability to effectively prioritize and handle multiple tasks with extreme accuracy.
Must be able to maintain regular and punctual attendance, with some overtime requirements.
Ability to work effectively under pressure and tight deadlines.
Ability to work with confidential information and act with tact, discretion and diplomacy.
Strong written and verbal communication skills.
Strong problem solving skills.
Ability to work independently, make sound decisions and follow oral and written instructions.
Ability to apply rules, policies, and/or laws to daily work

DESIRABLE SKILLS: Knowledge of legal documents and court rules and/or procedures; experience in a judicial environment.

SUPPLEMENTAL INFORMATION:

NECESSARY REQUIREMENTS:

Must be able to work occasionally at other locations.

No felony convictions in the last ten years.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job

**announcement or the department's Human Resources
Service Delivery Manager.**